



EPA Puget Sound Financial and Ecosystem Accounting Tracking System (FEATS)

Photo by Rebecca Pirtle, Editor, Kingston Community News (Doe-Kag-Wats Estuary of the Suquamish Tribe)

PROJECT INFORMATION

| | | | | | |
|---|--|--|---|--|-----------|
| 1. Federal Grant Number | PA-00J912-01 | *2a. Reporting Period Start Date: | 10/1/2014 | *2b. Reporting Period End Date: | 3/31/2015 |
| 3. Recipient Organization (Name and complete address including zip code) Name: Northwest Indian Fisheries Commissi Address 1: 6730 Martin Way East Address 2: City: Olympia State: WA Zip Code: 98516-5540 | | | 4. Project Manager Contact Information Name: Tiffany Waters Phone: (360) 528-4318 Ext: Fax: () - Email: twaters@nwifc.org | | |
| 5a. Program (RFP) Tribal Lead Org | 5b. Project Title Northwest Indian Fisheries Commission Lead Organization Award | | *6. Collaborating Organizations/Partners None <input checked="" type="checkbox"/> Subawardee 21 Tribes/Tribal Consortiums | | |

| | | | |
|---|--|--|---|
| Submission Instructions: EPA fills in the white boxes. Grantee fills in the yellow boxes (boxes with asterisks). Refer to guidance document for how to fill out the boxes. After completing the form, save and e-mail it to the Project Officer and cc: the Technical Monitor. | Project Officer: Lisa Chang U.S. Environmental Protection Agency Email: chang.lisa@epa.gov Technical Monitor: U.S. Environmental Protection Agency Email: | *7a. Name/Title of Person Submitting Report | Tiffany Waters PS Recovery Proj. Coordinator |
| | | *7b. Date Report Submitted | 4/30/2015 |

FUNDING/COST ANALYSIS

| | | | | | | | |
|---|----------------|---|------------------------------------|---|--------|---|--------|
| 8a. Total EPA Assistance Amount Awarded: | \$2,490,000.00 | 8b. Funding Year (Federal Fiscal Year Funds Appropriated) | FY 2014 ----- ----- ----- | *9. Total EPA Amount Expended To-Date: | \$0.00 | *10. Funds Drawn Down from EPA To-Date: | \$0.00 |
| 11. Match Amount Required | \$0.00 | *12. Total Match Amount Expended and Documented To-Date: | \$0.00 | *13. Have you experienced any cost overruns or high unit costs? | No | | |
| *14. What issues or questions do you need the EPA Project Officer or Technical Monitor to respond to? | | None | | | | | |

BUDGET UPDATE

| | 15a. APPROVED BUDGET | | | *15b. SPENT TO-DATE | | |
|-----------------------------|---|--------|----------------|---------------------|--------|---------|
| | EPA | MATCH | TOTAL | EPA | MATCH | TOTAL |
| Personnel | \$61,162.00 | \$0.00 | \$61,162.00 | \$0.00 | \$0.00 | \$ 0.00 |
| Fringe Benefits | \$19,015.14 | \$0.00 | \$19,015.14 | \$0.00 | \$0.00 | \$ 0.00 |
| Travel | \$1,585.58 | \$0.00 | \$1,585.58 | \$0.00 | \$0.00 | \$ 0.00 |
| Equipment | \$0.00 | \$0.00 | \$ 0.00 | \$0.00 | \$0.00 | \$ 0.00 |
| Supplies | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 | \$0.00 | \$ 0.00 |
| Contracts | \$5,000.00 | \$0.00 | \$5,000.00 | \$0.00 | \$0.00 | \$ 0.00 |
| Other | \$2,362,449.99 | \$0.00 | \$2,362,449.99 | \$0.00 | \$0.00 | \$ 0.00 |
| TOTAL DIRECT CHARGES | \$2,450,212.71 | \$0.00 | \$2,450,212.71 | \$0.00 | \$0.00 | \$ 0.00 |
| Indirect Charges | \$39,787.29 | \$0.00 | \$39,787.29 | \$0.00 | \$0.00 | \$ 0.00 |
| TOTAL | \$2,490,000.00 | \$0.00 | \$2,490,000.00 | \$0.00 | \$0.00 | \$ 0.00 |
| *Explain Any Discrepancies: | The FY10-FY13 contractual funds are still being utilized. The 'other' category will begin to be expended and drawn down as soon as the FY14 subaward projects begin invoicing, and the personnel, fringe, travel, supplies, contracts, and indirect categories will begin to be expended and drawn down as soon as the FY10-FY13 funds for these categories are fully expended. | | | | | |

ECOSYSTEM GOALS ADDRESSED

| | |
|-----------------------|---|
| 16a. Primary Goal | Healthy Habitat |
| 16b. Additional Goals | Healthy Species Water Quality Water Quantity ----- ----- ----- |

DIRECT THREATS ADDRESSED

| | |
|--------------------------|--|
| 17a. Primary Threat | ----- |
| 17b. Secondary Threat(s) | Climate Change Dams/Levees/Tidegates Derelict Gear/Vessels Development Invasive Species - Terrestrial Invasive Species - Marine |
| | Large Scale Timber Harvest Shoreline Armoring Surface Water Loading/Runoff from the Built Env ----- |

LINKAGES TO PUGET SOUND ACTION AGENDA

| | |
|------------------------------------|--|
| 18a. Strategic Priorities Employed | Priority A Priority B Priority C Priority D Priority E |
| 18b. Near-Term Actions Supported | D.3 NTA 3 |
| 18c. Other Actions Supported | |

LINKAGES TO EPA PUGET SOUND MEASURES

| | |
|----------------|--|
| 19. Measure(s) | Habitat Restored/Protected ----- ----- |
|----------------|--|

LINKAGES TO PUGET SOUND DASHBOARD INDICATORS

| | |
|----------------------------|--|
| 20a. Primary Indicator | ----- |
| 20b. Additional Indicators | Marine Water Quality Index Stream Flows Below Critical Levels Wild Chinook Salmon Pacific Herring Shoreline Armoring |

PROJECT LOCATION

| | | | |
|---------------------------|---------------------|----------------|-------------|
| 21a. Latitude | 47.051698 | 21b. Longitude | -122.792501 |
| 21c. Hydrologic Unit Code | 171100 - Sound-wide | ----- | ----- |
| 21d. Action Area | Sound-wide | ----- | ----- |

MEASURES OF SUCCESS (Key Grant Outputs)

| *22a. Description (e.g., "shellfish beds reopened") | *22b. Unit (e.g., "acres") | *22c. Project Target ("number") | *22d. Project Measure To-Date ("number") |
|---|-----------------------------------|---------------------------------|--|
| Developed and distributed a final RFP to 21 Tribes and Tribal Consortiums for each fiscal year (FY14 and FY15) | RFP Document | 2 | 1 |
| Developed and engaged in a Coordination Plan, disseminating and sharing a subrecipient project information document each fiscal year (FY14 and FY15) with tribes and LO group | Subrecipient Proposal Information | 2 | 0 |
| Approved 21 subrecipient proposals, communicated award notification, and executed contracts to all subrecipients for each fiscal year (FY14 and FY15) | Subrecipient Contracts in Place | 42 | 15 |
| Closed-out 21 subrecipient workplans with deliverables received and posted online to PSP/NWIFC website for each fiscal year (FY14 and FY15) | Subrecipient Contracts Closed-out | 42 | 0 |
| | | | |
| | | | |

PROJECT MILESTONES

Instructions: In the tables below, please explain your progress toward meeting agreed outputs for the period, **reasons for slippages**, and any additional information including **reflections, lessons learned, and/or thoughtful analysis**. When appropriate, include analysis and information of **cost overruns or high unit costs**, and changes to work plan or budget not requiring prior approval from EPA. We encourage photo documentation - please attach to the report as a separate document.

23a. Work Plan Component/Task: 1. Program development and launch

23b. Action Agenda Action(s) Addressed: D.3., NTA 3: Fund tribes to participate in the refinement and implementation of the Action Agenda, including salmon recovery plans.

***23c. Estimated Costs:**

Actual Costs to Date:

(If required by PO)

| 23d. Sub-Task No. | 23e. Sub-Task Description | *23f. Date | *23g. Status | 23h. Outputs/Deliverables | *23i. Remarks |
|-------------------|-----------------------------|------------|--------------|-----------------------------|---|
| 1.1 | Communication/outreach plan | 6.23.14 | COMPLETED | Communication/outreach plan | NWIFC developed a communication/outreach plan for FY10, FY11, FY12, FY13, and FY14 that consisted of: (1) a |

| | | | | | |
|-----|----------------------------------|---------|-----------|-----------------------|---|
| | | | | | <p>transmittal note for the RFP; (2) a mailing distribution list that ensured that all eligible entities were notified equitably, timely, and thoroughly; and (3) a target date for releasing the RFP.</p> <p>Due to our previous interactions and current relationships with our member tribes, we had in place a Puget Sound Tribes distribution list that contained pertinent tribal contacts. We vetted this distribution list to ensure that the proper contacts are included and have continued to add to this distribution list as needed and requested.</p> |
| 1.2 | RFP development and distribution | 9.30.14 | COMPLETED | Final RFP distributed | <p>NWIFC developed the previous fiscal year RFPs through close consultation with the EPA, utilizing and editing the FY10-13 RFPs to finalize the FY14's fundamental components and timeline.</p> <p>Additions to the FY14 RFP of note included: (1) notification of a significantly modified riparian buffer on agricultural lands term and condition.</p> <p>We distributed the final RFP for FY14 on 9.30.14.</p> |
| 1.3 | Coordination plan | 1.31.11 | COMPLETED | Coordination plan | <p>NWIFC previously developed a coordination plan that can be executed throughout the project period and includes: (1) ensuring that the PSP is aware of the aims and activities of the subrecipient projects by enlisting them as a key reviewer of these subawards; (2) engaging the EPA Project Officer to discuss the capacity awards that the subrecipient</p> |

| | | | | | |
|--|--|--|-------|--|---|
| | | | | | projects are concurrently receiving, in order to avoid duplicative funding efforts; (3) engaging in existing processes and groups to disseminate and share subrecipient project information, including the ECB, the Leadership Council, the PSP Salmon Recovery Council, and the PSP/Federal/Tribal Caucus; (4) participating in LO meetings to ensure that other LOs are fully award of our subrecipient projects and vice versa; (5) an existing NWIFC website that is dedicated to information related to Puget Sound Partnership and Treaty Tribes of Western Washington. |
| | | | ----- | | |
| | | | ----- | | |
| | | | ----- | | |
| | | | ----- | | |

| 23a. Work Plan Component/Task: 2. Award cycle | | | | | |
|--|------------------------------|------------|--------------|--|---|
| 23b. Action Agenda Action(s) Addressed: D.3., NTA 3: Fund tribes to participate in the refinement and implementation of the Action Agenda, including salmon recovery plans. | | | | | |
| *23c. Estimated Costs: Actual Costs to Date: (If required by PO) | | | | | |
| 23d. Sub-Task No. | 23e. Sub-Task Description | *23f. Date | *23g. Status | 23h. Outputs/Deliverables | *23i. Remarks |
| 2.1 | Reviewing subaward proposals | Ongoing | CURRENT | Project files set up; comments from all reviewers documented; input shared with applicants | <p>The FY14 RFP was released on 9.30.14 and all draft proposals were provided to NWIFC by 11.14.14.</p> <p>For FY14, NWIFC has provided 18 full proposals to the multi-agency review group and input has been shared with the</p> |

| | | | | | |
|-----|--|---------|---------|---|---|
| | | | | | <p>applicants. There are three proposals that have not yet been sent to the EPA and PSP yet as they are in different stages of pre or internal review. It is anticipated that two of the three proposals will be sent for broader review by the end of May, 2015. The third proposal has been provided an additional extension until June 15th, 2015 due to discussions regarding a term and condition for which this proposed project may need an exception.</p> <p>For FY14, there are 3 applicants that are currently addressing review comments. As soon as review comments have been addressed, these proposals will be contracted.</p> |
| 2.2 | Receive final proposals and make subawards | Ongoing | CURRENT | Final workplans addressing key input received; 65% of funds awarded by 11/16/14; 100% by 2/13/15; all recipients informed of award requirements | <p>For FY14, final workplans addressing key input have been received and contracts have been issued for 15 subrecipients. ~65% of funds were awarded by 4/15/15 and it is anticipated that 100% will be awarded by 8/1/15.</p> <p>All contracted subrecipients have been informed of award requirements, as included in their NWIFC contract (including EPA Administrative and Programmatic Conditions; Anti-lobbying Certification; MBE/WBE Certification; Federal Financial Report; EPA FEATS; OMB Circulars A-87, A-133 & A-102; 15 CFR Part 24 & Part 28; 2 CFR Part 1326, Subpart C; and 40 CFR Part 34).</p> |
| | | | ----- | | |
| | | | ----- | | |
| | | | ----- | | |

| | | | | | |
|--|--|--|-------|--|--|
| | | | ----- | | |
| | | | ----- | | |

23a. Work Plan Component/Task: 3. Program management

23b. Action Agenda Action(s) Addressed: D.3., NTA 3: Fund tribes to participate in the refinement and implementation of the Action Agenda, including salmon recovery plans.

***23c. Estimated Costs:**

Actual Costs to Date:

(If required by PO)

| 23d. Sub-Task No. | 23e. Sub-Task Description | *23f. Date | *23g. Status | 23h. Outputs/Deliverables | *23i. Remarks |
|-------------------|----------------------------|------------|--------------|---|--|
| 3.1 | Support/meet with awardees | Ongoing | CURRENT | All subrecipients understand applicable award requirements | Prior to the release of the FY14 RFP, all subrecipients were been contacted via phone, email, or in person to discuss the delay of the FY14 RFP. Throughout the duration of this award, the appropriate support will continued to be given in regards to the award process and applicable award requirements. The Projects Coordinator retains and files all email correspondence. |
| 3.2 | Conduct project monitoring | Ongoing | CURRENT | Subawardee reporting requirements met; site visits conducted to 33% of funded projects (year 1); site visit and progress reports prepared and made available; all recipients in compliance with applicable award requirements | In anticipation of the first FY14 reporting period of 10.1.14 - 3.31.15, the Projects Coordinator pre-populated the applicable FY14 FEATS reports and sent them to subrecipients approximately a month in advance of the 4.30.15 deadline. Progress reports will then be reviewed and posted online to the dedicated website for these funds. Site visits will be determined through a risk evaluation matrix and conducted to assess project progress and compliance with award requirements (including, |

| | | | | | |
|-----|-----------------------------------|-------------------|---------|--|---|
| | | | | | <p>but not limited to - adherence to workplan timeline; progress and completion of tasks and outputs; QAPP development, review, and/or approval status; desire/need for an EPA TSR; obstacles or problems encountered by subrecipient; progress report requirement adherence; review of funds spent and/or high award balances, if applicable; and subrecipient questions regarding award conditions, including proposal, review, and reporting requirements).</p> <p>All site visit reports will be held at NWIFC and will be available upon request.</p> |
| 3.3 | Execute coordination plan | Ongoing | CURRENT | <p>Exchange of project lists between LOs; Update of the PSP/NWIFC website to include subaward project descriptions and progress reports, as they become available; Other coordination activities to be developed in consultation with EPA PO</p> | <p>NWIFC currently (1) engages the PSP as a key reviewer of these subawards; (2) meets with the EPA Project Officer to discuss relevant awards of the subrecipients to ensure funding duplication does not occur; (3) participates in ECB, Leadership Council, PSP Salmon Recovery Council, and PSP/Federal/Tribal Caucus meetings (through the Capacity award); (4) participates in scheduled LO meetings and will disseminate a list of subrecipient projects when they are finalized; and (5) updates the PSP/NWIFC website to include meeting notes for ECB, Leadership Council, PSP Salmon Recovery Council, and PSP/Federal/Tribal Caucus meetings.</p> |
| 3.4 | Reporting and adaptive management | 10.31.14, 4.30.15 | CURRENT | <p>LO reporting requirements fulfilled; quarterly check-in meetings/calls with</p> | <p>Administration of the program, including periodic progress review, will be coordinated by the Projects Coordinator, under the</p> |

| | | | | | |
|--|--|--|-------|--------|--|
| | | | | EPA PO | <p>tutelage of the Salmon Recovery Projects Coordinator. NWIFC will continue to be in close contact with NWIFC's EPA Project Officer, engaging in regular check-ins to clarify EPA proposal reviews and discuss challenges faced within the review process.</p> <p>The LO reporting requirements have been fulfilled for 4.1.14 - 9.30.14 and are in the process of being fulfilled for the 10.1.14 - 3.31.15 reporting period (as being submitted through this FEATS report).</p> |
| | | | ----- | | |
| | | | ----- | | |
| | | | ----- | | |

| | | | | | |
|---|----------------------------------|-------------------|---------------------|----------------------------------|----------------------|
| <u>23a. Work Plan Component/Task:</u> | | | | | |
| <u>23b. Action Agenda Action(s) Addressed:</u> | | | | | |
| <u>*23c. Estimated Costs:</u> <u>Actual Costs to Date:</u> (If required by PO) | | | | | |
| 23d. Sub-Task No. | 23e. Sub-Task Description | *23f. Date | *23g. Status | 23h. Outputs/Deliverables | *23i. Remarks |
| | | | ----- | | |
| | | | ----- | | |
| | | | ----- | | |
| | | | ----- | | |
| | | | ----- | | |
| | | | ----- | | |
| | | | ----- | | |

| | | | | | |
|---|----------------------------------|-------------------|---------------------|----------------------------------|----------------------|
| <u>23a. Work Plan Component/Task:</u> | | | | | |
| <u>23b. Action Agenda Action(s) Addressed:</u> | | | | | |
| <u>*23c. Estimated Costs:</u> <u>Actual Costs to Date:</u> (If required by PO) | | | | | |
| 23d. Sub-Task No. | 23e. Sub-Task Description | *23f. Date | *23g. Status | 23h. Outputs/Deliverables | *23i. Remarks |
| | | | ----- | | |
| | | | ----- | | |
| | | | ----- | | |
| | | | ----- | | |
| | | | ----- | | |
| | | | ----- | | |
| | | | ----- | | |

CHALLENGES AND SOLUTIONS (specific to reporting period)

| *24a. Task No., Sub-Task No. | *24b. Challenge | *24c. Solution |
|------------------------------|-----------------|----------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

HIGHLIGHTS/LESSONS LEARNED/REFLECTIONS

| |
|-------------|
| *25. |
|-------------|

